



# Instructions for Completing a Request for Authorization Under the General Permit for Diversion of Water For Consumptive Use: Authorization Required Categories

Use these instructions to complete a “Request for Authorization Under the General Permit for Diversion of Water for Consumptive Use” (Authorization Required Categories) form (DEP-IWRD-REQ-012). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws and the applicable general permit and its specific eligibility requirements prior to completing the Request for Authorization form. Remember, it is your responsibility to comply with all applicable laws and to demonstrate in your request for authorization that the subject activity complies with all conditions for approval under the general permit.

## Introduction

The Inland Water Resources Division (IWRD) of the Department of Environmental Protection’s (DEP) Bureau of Water Protection and Land Reuse administers the *General Permit for Diversion of Water for Consumptive Use*. The DEP issues several general permits to regulate minor activities considered to have minimal environmental effect. A general permit is issued for one or more geographic locations and applies to an entire category of regulated activity, rather than to individual applicants. Those wishing to have their particular regulated activity authorized under an approved general permit must meet certain requirements and conditions contained within the general permit. Like other permits, general permits have limited duration and must be periodically renewed.

Section 378a of the Connecticut General Statutes (CGS) allows the DEP to issue general permits under the Water Diversion Permit program. The *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEP-IWRD-GP-012) is one of four general permits for the diversion of water for consumptive use. Other such general permits includes the “Non-filing”, “Reauthorization”, and “Filing” categories of eligible diversions. The “Authorization Required” categories covered by this general permit include:

- Withdrawal of up to 250,000 gpd – Surface Water / Stratified Drift Aquifer
- Withdrawal of up to 250,000 gpd – Bedrock Aquifer
- Interconnection and Transfer of Up to 1,000,000 gpd

Section 3(a) and 3(b) of the *General Permit for Diversions for Water for Consumptive Use: Authorization Required Categories* lists the provisions and requirements that must be met prior to authorization. You should review the nature of your proposed activity against these criteria.

Regulated activities vary widely in their environmental effects. The type and nature of the technical documentation required for adequately documenting a request for authorization will likewise vary depending on the proposed activity and its proposed location. For this reason, DEP recommends strongly that requesters consult with IWRD staff prior to conducting environmental and engineering studies or submitting the *Request for Authorization Form*. Because your request for authorization will be reviewed concurrently by the DEP and the municipal land use agencies, requests for authorization must be complete when they are submitted to DEP. Incomplete requests will be rejected or denied without prejudice.

## Who May Apply for General Permit Authorization?

Any person who wishes to conduct a regulated activity authorized under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEP-IWRD-GP-012) must submit a *Request for Authorization Form* to the commissioner.

Any activity which causes, allows or results in the withdrawal from or the alteration, modification or diminution of the instantaneous flow of the waters of the state is a regulated activity unless such activity is properly registered with the commissioner under Section 22a-368 CGS or is exempt from the Act under section 22a-377(a) CGS or section 22a-377(b)-1 of the Regulations of Connecticut State Agencies (RCSA). The Act defines “instantaneous flow” to mean the volume of water that would occur in waters at a given point at any given moment (see section 22a-367 CGS). We distinguish two kinds of diversions, *consumptive* and *non-consumptive*. These instructions consider consumptive uses only.

*Consumptive use* diversions are diversions which withdraw or remove more than 50,000 gallons of surface or ground water during any twenty-four hour period from waters of the state including, but not limited to, any withdrawal or removal for public or private water supply, industrial use, irrigation, hydropower generation, flood management, water quality management, recreation, landscaping ponds and decorative water fountains, or any other purpose. Consumptive use diversions with minimal environmental effect may be authorized under one of the four consumptive use general permits as listed in the previous section. In accordance with section 22a-379 CGS, each person or municipality holding a diversion permit authorizing a consumptive use diversion is required to pay an annual permit fee of \$750.00 to the DEP.

*Non-consumptive diversions* are diversions that divert waters of the state due to channelizing, damming, collecting, piping, culverting, filling,

relocating or dredging such waters or the detaining of storm water for the purpose of storm water management. In general, non-consumptive diversions of waters draining from a watershed of less than 100 acres are exempt (see section 22a-377(b)-1 RCSA). Non-consumptive diversions may be authorized under other general permits administered by the Inland Water Resources Division (IWRD). See the *List of General Permits* (DEP-FS-004) in order to determine whether your activity is eligible for authorization under any of the other IWRD general permits.

## How to Apply

Your request for authorization should be submitted simultaneously to the DEP, to certain municipal land-use agencies of the town where the subject activity is located, and to any town in which the activity may have an effect.

1. Submit to each municipal agency listed in Part VIII of the *Request for Authorization* form one copy of your completed *Request for Authorization* form (DEP-IWRD-REQ-012) and all of its attachments, *and*
2. Submit to the DEP:
  - a completed *Permit Application Transmittal Form* (DEP-APP-001);
  - the general permit fee (check or money order payable to the “*Department of Environmental Protection*”);
  - the original and four copies of the completed *Request for Authorization* form (DEP-IWRD-REQ-012) including all its attachments.

All DEP items must be mailed as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

## DEP Action on Requests for Authorization

Under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories*, your activity is considered authorized upon receipt by the DEP of a complete and sufficient request for authorization and subsequent issuance to the requester of a formal letter of authorization from the DEP. The DEP will review your request for authorization for consistency with the general permit. If the request for authorization is found to be complete and consistent with the general permit, the requester will receive a signed letter of approval that includes a specific description of the authorized activity as well as all terms and conditions of that approval. If the request is found to be incomplete or insufficient, the requester may receive a notice of insufficiency providing an opportunity to the requester to supply additional information. If the request is rejected for any reason, a new general permit authorization fee must be submitted with any new request for authorization.

## Instructions for Completing the Request for Authorization Form

A request for authorization is made on a form provided by DEP and contains specific information about the requester and the ongoing activity. Requests for approval under the *General Permit for Diversion of Water for Consumptive Use: Authorization Required Categories* (DEP-IWRD-GP-012) are made using form DEP-IWRD-REQ-012. The *Request for Authorization Form* is self-explanatory and, where necessary, directs you to various paragraphs in Section 4(c) of the general permit for a detailed description of the information required to complete a request for authorization. After reviewing these instructions, the *Request for Authorization* form and the general permit, should you have any questions, please contact IWRD staff for assistance at 860-424-3019.

*Please complete one Request for Authorization form for each eligible category and for eligible activities proposed at other sites.*

## Part I: Requester Information

When completing this part, please use the following standards:

- *Requester* - Provide the full, legal *company/firm* name. (If identifying an *entity* registered with the Secretary of the State, fill in the name exactly as it is shown on such registration.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.). The requester name on your *Request for Authorization* form should be identical to the applicant name appearing on the *Permit Application Transmittal Form* (DEP-APP-001).
- *Phone* - Unless otherwise indicated, the phone number provided should be the phone number where the individual can be contacted during the daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.

## Part II: General Permit Type and Fee Information

Each eligible activity and its associated fee is listed in this section of the form. Check the appropriate box by the activity requesting to be authorized. A 50% discount applies for requests submitted by municipalities. The request for authorization will not be processed without the fee. General permit fees are not refundable. Payment should be in the form of a check or money order made payable to “*Department of Environmental Protection*”.

### Part III: Associated Party Information

1. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this request for authorization, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
2. *Attorney* - It is not required that a registrant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
3. *Property Owner* - If the requester is not the owner of the property or facility which is the subject of the request for authorization, complete this item. Also indicate the requester's interest in the subject property.
4. *Consultants* - List any consultants employed or retained to assist in preparing the request for authorization or in designing the proposed activity. Be sure to identify the service that is being provided by each.

### Part IV: Site Information

- 1a. The facility name, if applicable, should be the name by which the facility is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

Please provide a project number, if one has been assigned.

- 1b. Prepare and attach to the request as Attachment 'A' a project location map and as Attachment 'B' a site plan. Please refer to Section 4(c)(2)(A)(xii) and (xiii) of the general permit for a description of what the map and plan must depict. See Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.
- 1c. Also please provide, if known, the latitude and longitude of the withdrawal location.
- 1d. For basin number(s) refer to the Connecticut Geological and Natural History Survey's map entitled "Natural Drainage Basins in Connecticut" viewable on the DEP website at [www.ct.gov/dep](http://www.ct.gov/dep).
2. *Name of wetlands and watercourses* - Indicate the name of any wetlands and watercourses involved with or potentially affected by the subject activity. Many wetlands and most watercourses are named on United States Geological Survey (USGS) topographic quadrangle maps. Please use the "official" names for wetlands and watercourses given on the USGS maps or. In the case where the wetland or watercourse is not named on the USGS map, indicate the name of the watercourse immediately downstream and indicate that the subject wetland or watercourse is an unnamed tributary to that wetland or watercourse.
3. *Public Water Supply Watersheds* - Public water supply watershed land maps are on file with the town clerk's office in the subject town. You may also simply contact the water utility for this information.
4. *Aquifer Protection*. Aquifer Protection Areas are delineated on Aquifer Protection Maps which may be viewed on the DEP website at <http://www.ct.gov/dep/aquiferprotection> or at the municipal offices of the subject town.

5. *Coastal Management Act Consistency* - Activities within the state's coastal area and coastal boundary must be consistent with the Connecticut Coastal Management Act (sections 22a-90 through 22a-112 CGS). You are required to complete a *Coastal Consistency Review Form* (DEP-APP-004) to demonstrate that the subject activity is consistent with the standards and policies of this Act. To determine whether this requirement pertains to you, you must first decide if your subject activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The *coastal area*, as defined in section 22a-94 (a) CGS, includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River	Milford	Stonington (Borough and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and Town of)	Norwich	
	Old Lyme	

The *coastal boundary*, as defined in section 22a-94(b) CGS, is a designated region within the coastal area. It is delineated on DEP-approved coastal boundary maps which are available for review at the DEP Office of Long Island Sound Programs (OLISP), the DEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEP Maps and Publications.

If your subject activity is, or is proposed to be, located in either the coastal boundary or the coastal area, you must complete the *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your *Request for Authorization Form* as Attachment C.

If you need copies of the *Coastal Consistency Review Form*, call the Permit Assistance Office at 860-424-3003. For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

6. *Listed Species/Communities*- section 26-310 CGS provides that any activity authorized by a state agency must not threaten the continued existence or habitat of any endangered or threatened species.

DEP has produced a set of maps titled "State and Federal Listed Species and Natural Communities", which identify areas of concern. These maps are currently available for download on the web at <http://www.ct.gov/dep/endangeredspecies> or during normal business hours in the DEP File Room located on the store level at 79 Elm Street, Hartford.

If you determine that your subject activity is located within or near a shaded area of concern, as indicated on these maps, you must submit a completed *Connecticut Natural Diversity Data Base (NDDDB) Review Request Form* (DEP-APP-007) to:

NATURAL RESOURCES CENTER  
NATURAL DIVERSITY DATA BASE/DATA REQUEST  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

If a field survey of the project area has been conducted to determine the absence or presence of any endangered, threatened or special concern species, indicate on the NDDDB Review Request Form the biologist's name who conducted the field survey, his or her address, and a copy of the field survey with the completed NDDDB Review Request Form.

After receiving the NDDDB *Review Request Form*, DEP's NDDDB program staff will conduct a detailed review to determine if there

will be any impact from your subject activity and you will be notified of their results. When submitting your *Request for Authorization* form, please include, as *Attachment D*, a copy of the completed NDDB Review Request Form along with any other correspondence provided to and received from the NDDB program, **including NDDB's response regarding your activity's potential impact on endangered or threatened species and copies of any field surveys.**

Your request may be rejected if it is determined that the subject activity may have a significant impact on such species or habitat, in which case the requester may seek approval of the subject activity through application for an individual diversion permit.

If you have any questions on this process prior to submitting your request for authorization, or need further assistance, call DEP's Permit Assistance Office, 860-424-3003.

7. *Floodplains Management* - Floodplains and floodways are delineated on maps adopted by the Federal Emergency Management Agency (FEMA) for each municipality in accordance with the regulations of the National Flood Insurance Program (44 CFR 59 et seq.) and, for certain rivers having state stream channel encroachment lines, by the commissioner. Such maps are on file with the affected town.

- 7a. The terms "fill" and "structure" are defined in the general permit, but generally mean anything placed on the ground, whether or not such ground is under or above water.

If fill or structures are placed within a FEMA floodway, your request must include an analysis prepared by a licensed engineer documenting the hydraulic effect of the activity. In the case of substantive hydraulic impacts, the engineer should review the following guidance document: *Model Hydraulic Analysis, Supplemental*

*Guidelines for Preparing Hydraulic Analyses in Permit Applications Submitted to the Inland Water Resources Division* (DEP-IWRD-GUID-001, Rev. 02/13/02).

- 7b. If the requester has a Flood Management (FM) Certification for the subject activity, provide the FM certification number in the space provided.
8. *Stream Channel Encroachment Line (SCEL)* – SCEL maps are on file with the IWRD. Call 860-424-3019 or 424-3706 to consult with staff regarding the presence of a SCEL on the subject property.
9. *Existing Conditions* - Describe the present uses of the property on which the subject activity is proposed. Describe all natural and man-made features including wetlands, watercourses, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. Such features should be depicted on the site plan included as *Attachment B*.

## Part V: Project Summary

This part of the form is comprised of narrative and data describing the subject activity. The specific information that is required is described in Part V of the *Request for Authorization Form*. Most of this information is self-explanatory except for:

- 5a. *Area of Influence* - This section should be supported by a ground water model which delineates the area of influence of the maximum proposed withdrawal under seasonal low flow and drought conditions. The methodology established in DEP's Level A Mapping Regulations (section 22a-354b-1 RCSA) for numerical ground water modeling provides the most accurate delineation of an area of influence for a well screened in stratified drift.

Note that withdrawals from certain surface water bodies, particularly those located in

stratified drift deposits, should also be modeled as described above.

Plans for delineating an area of influence should be proposed to the IWRD **prior to the submittal of your *Request for Authorization*.**

- 6a. *Pump test* - While numerical ground water modeling provides the most accurate delineation of an area of influence for a well screened in stratified drift, with respect to wells to be drilled in bedrock, DEP recognizes that modeling may not be very useful or practical, therefore, in lieu of an aquifer test, a plan for pump testing and the monitoring of ground and surface water in the vicinity of the well(s) should be proposed to the IWRD **prior to the submittal of your *Request for Authorization*.**

## **Part VI: Supporting Documents**

Please label all attachments as referenced in the *Request for Authorization* form and these instructions and be sure to include the name of the requester as indicated on the *Permit Application Transmittal* form. Check the appropriate box by each applicable attachment as verification that all applicable attachments have been submitted.

This part of the *Request for Authorization* form is a summary check list of required information that is appended to your request for authorization. The *Request for Authorization* form instructs requesters to include certain information as attachments.

In addition to the information requested in Parts IV and V of the *Request for Authorization* form, you must prepare and attach to the request as *Attachment A*, a project location map. See Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.

All requesters are encouraged to include with their *Request for Authorization* form, any additional information not specifically requested that may assist DEP staff as *Attachment H*.

## **Part VII: Copy to Municipal Agencies**

Pursuant to section 22a-378a CGS, any person who requests authorization under these general permits is required to provide certain municipal agencies and commissions with notice of such request. A complete copy of your *Request for Authorization* form and all of its attachments comprises such notice and must be submitted to these agencies and commissions at the same time you submit your request to the DEP.

If the subject activity may have an affect in an adjacent municipality, a complete copy of your *Request for Authorization* form, including all of its attachments, must also be submitted to the listed agencies and commissions of the adjacent municipality.

If a town's wetlands agency and conservation commission are combined, please note this on Part VII of the *Request for Authorization* form when listing the name and address of the agency.

## **Part VIII: Requester Certification**

After the request for authorization has been completed it must be reviewed and signed by both the requester and the individual(s) who actually prepared the request for authorization. By their signature, they certify that, to the best of their knowledge and belief, the information contained on the request form, including all attachments, is true, accurate and complete.

The certification of the request for authorization package shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;

2. For a corporation: by a principal executive officer of at least the level of vice president, or his agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such registrant authorized by law.

A request for authorization will be considered insufficient unless all required signatures are provided.

## Available Resources:

Below is a list of possible resources for specific information required for this request for authorization. Be sure to also check the DEP website, <http://www.ct.gov/dep> and your local town hall or library for maps and other reference materials.

Both the DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

- Drainage Basins: DEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; <http://www.ct.gov/dep/gis>
- Coastal Boundary Areas: Town Hall and/or DEP Maps and Publications; "Coastal Boundary Map" ; <http://www.ct.gov/dep/gis>
- Endangered or Threatened Species Areas: DEP File Room; "State and Federal Listed Species and Natural Communities"; <http://www.ct.gov/dep/endangeredspecies>
- Aquifer Protection Area Maps: <http://www.ct.gov/dep/aquiferprotection>  
DEP Maps and Publications
- [USGS Topographic Quadrangle Map:](#)  
DEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) [www.usgs.gov](http://www.usgs.gov)



**Figure A- Project Location Map Sample**

USGS Quadrangle Map: Clinton  
Map Scale: 1:24,000 (1"=2,000')

- Boundary of site
- Areas of regulated activities on site
- Proposed well field (with site boundary)
- Proposed well (site boundary too small to show)
- Project area
- Multiple project areas

